

Minutes of the Personnel Committee
Tuesday, October 11, 2005

Chair Paulson called the meeting to order at 1 p.m. and led the committee in the Pledge of Allegiance.

Present: Supervisors Duane Paulson (Chair), Genia Bruce, Tom Bullermann, Jeff Morris, Bonnie Morris and Bob Thelen. **Absent:** Supervisors Robert Hutton.

Also Present: Legislative Policy Advisor Dave Krahn, Employment Services Manager Sue Zastrow, Office Services Coordinator Windy Jicha, Sheriff Dan Trawicki, Health & Human Services Director Peter Schuler, Emergency Preparedness Director Richard Tuma, Jail Administrator Mike Giese, Inspector Bob Johannik, Deputy Director of HHS Don Mauer, HHS Principal Systems Analyst Ann Christman.

Ordinance 160-O-056: Create New and Abolish Positions, Approve Equity Adjustment, Reclassify Positions, Retitle Positions, and Transfer Positions

Paulson asked Trawicki if his department needed to add staff for Courthouse/Administration Building security? Trawicki said originally he wanted to provide Sheriff's Deputies for security. The problem with using retirees is that they are unable to make arrests like sworn officers. The best situation would be two full-time Sheriff's Deputies.

Trawicki said we knew we had to add correctional positions in 2006 for the new jail. The newer correctional officers have less vacation benefits available so we were able to reduce staffing from 5.1 FTEs to 4 FTEs. When Finley was County Executive, it was determined that the department will need to add four additional jail staff in 2007.

Giese said when we did the initial staff analysis we needed 24 positions. When we presented our budget to get to the target, DOA gave us 20 positions, which included 17 new positions with three refunded old positions. We were also allowed to fill three overfills. We agreed to go with a lower shift relief factor of 1.66/1.68 versus the regular 1.75 shift relief factor. The jail currently doesn't have a full compliment. We always have a few positions open. We don't strive to have openings because of how it impacts morale and sick time usage.

Trawicki said it seems fewer people are leaving corrections and staying in the field as a profession. The Sheriff's Department is doing a better job retaining and training positions. The bad news is that this year with fewer vacancies and turnovers, the department will not save money at the end of the year and help the budget work.

MOTION: Bullermann moved, B. Morris second, to tentatively approve to create and abolish the Sheriff's Department positions found on Table I. Motion carried: 6-0.

B. Morris asked if there are state requirements or laws regarding the number of inmates per correctional officer? Giese said there isn't a state law specifying actual numbers but there are standards stating that you need to be in control.

Motion carried: 6-0.

Approve Minutes of October 4, 2005

MOTION: Thelen moved, Jeff Morris second, to approve the minutes of October 4, 2005. Motion carried: 6-0.

Schedule Next Meeting Dates

- October 18
- November 1
- November 15
- December 6

Future Agenda Item

- Update on the Employee 401K Plans

Ordinance 160-O-056: Create New and Abolish Positions, Approve Equity Adjustment, Reclassify Positions, Retitle Positions, and Transfer Positions

Table I Create and Abolish Positions - HHS

Schuler said the Mental Health Center has had to increase its patient safety coverage due to unfavorable patient outcomes and the state review of those outcomes. Eighty to 95% of the people in the Center are emergency detained due to the potential of self-harm. The county was cited and told to increase face-to-face patient checks to every 15 minutes. We immediately changed to this standard, which is used by mental hospitals in the state. To fulfill the staff needs of the new standard, temporary help was used until we could submit a need for more positions with this budget.

Paulson asked if these positions would be funded through higher billing rates? Schuler said we will increase rates due to the additional coverage and recover some of the increased costs.

Schuler said the psychiatric nurse practitioner is in the outpatient area, prescribes medicine and bills at the same rate as a psychiatrist. The nurse practitioner allows us to recover more money and better manage all the people on medicine that come to the clinic. This position is necessary if we're going to continue reducing medicine costs. We abolished a psychologist position to balance staff numbers. Therapy is still needed but this new position is more important. The senior clinical psychologist position is open due to retirement. A nurse practitioner has been doing this work this year and so we know the change saves money.

The position of Senior AODA Counselor was abolished due to the continued increase of duly diagnosed patients with AODA and mental health issues. People with social work degrees can be dually licensed to work with substance abuse and mental health issues instead of hiring two separate people to do the job. This change will allow us to recover more money while providing the same service to more people with dual diagnoses.

Schuler said the Central Records Supervisor will be in charge of the complex, confidential records in HHS along with supervising staff and addressing HIPAA issues.

MOTION: Bruce moved, Thelen second, to tentatively approve to create and abolish the Health and Human Services positions found on Table I. Motion carried: 6-0.

Table I Create and Abolish Positions – Public Works

Paulson said the Public Works position listed on Table I will remove a position that was defunded last year and take it off the books.

MOTION: Thelen moved, J. Morris second, to tentatively approve to abolish an RFT Patrol Worker in Public Works. Motion carried: 6-0.

Table I Create and Abolish Positions – UW-Extension

MOTION: Bullermann moved, B. Morris second, to tentatively approve the creation of the RPT Clerk Typist II and abolish the RFT Clerk Typist II for the UW-Extension Office as listed in Table I. Motion carried: 6-0.

Table II – Reclassifications

Zastrow explained that the reclassifications for the Public Works and Register of Deeds Departments will not increase the salaries but rather reclassify the positions.

MOTION: B. Morris moved, J. Morris second, to tentatively approve the reclassifications listed in Table II for the Public Works and Register of Deeds Departments. Motion carried: 6-0.

Zastrow said that over the years the Sheriff's Department and jail have grown. There is an increased need for a senior correctional facility manager to perform administrative jobs and training and function as the lead person in absence of the jail administrator.

J. Morris asked how many senior correctional facility managers do we have? Zastrow said there will be one senior. The original request was to create an assistant jail manager but this would have created an unwanted layer of management.

MOTION: Bullermann moved, Bruce second, to tentatively approve the Sheriff's Department reclassifications found in Table II and the job specification for the position of Senior Correctional Facility Manager. Motion carried: 6-0.

Table I – Create and Abolish Positions – Emergency Preparedness

Zastrow said currently the Public Works business manager, a budget manager and senior financial analyst from administration have been helping to manage the business affairs of the Department of Emergency Preparedness. The program and projects analyst will help with financial tasks in the department along with working on special projects, grant writing, answering requests for information from the public, assist Director Tuma, etc. There is an existing job description for this position so a new specification does not need to be approved.

MOTION: Bullermann moved, Bruce second, to tentatively approve the Programs and Projects Analyst position for the Department of Emergency Preparedness as listed in Table I. Motion Carried: 6-0.

Section II of Ordinance 160-O-056

Zastrow said the position of Accounting Services Coordinator in Section II of the ordinance is the only one being recommended for an equity adjustment. There are no additional costs associated with an equity adjustment.

MOTION: B. Morris moved, J. Morris second, to tentatively approve Section II of Ordinance 160-O-056. Motion carried: 6-0.

Classification Specifications

MOTION: Bruce moved, Thelen second, to tentatively approve the following classification specifications: Centralized Records Supervisor, Psychiatric Nurse Practitioner, Business Services Administrator, Infrastructure Administrator and Solutions Administrator. Motion carried: 6-0.

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MOTION: Bullermann moved, Bruce second, to approve Ordinance 160-O-056 as corrected. Motion carried: 6-0.

MOTION: Bonnie Morris moved, Jeff Morris second, to adjourn the meeting at 2:07 p.m. Motion carried: 6-0.

Respectfully submitted,

Bonnie J. Morris
Secretary